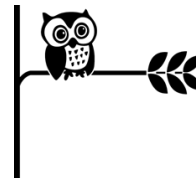


Stop and shelter Procedures: Oswald Road



Incident Management Team (IMT) - SLT

Lockdown Procedure should be rehearsed and tested termly.

Partial Stop & Shelter (Lockdown)

Alert Staff to Partial Lockdown by blowing on a **megaphone and tannoy announcement ('Partial Stop & Shelter')**.

The announcement will then be followed up by a conversation when safe / appropriate.

In a partial lockdown staff and students should remain in the school building and all doors leading outside should be locked. No one should enter or leave the building, however teaching and work can continue as usual. This may be a result of a reported incident / civil disturbance in the local community with the potential to pose risk to staff and students. It may also be a result of a warning being received of a risk of air pollution etc.

Procedures for immediate action should include:

- All outside activity to cease immediately, students to return to the building. The whistle system will also be used at break times.
- The external doors are locked with no entry to the building.
- All staff to remain in the building with doors and windows shut
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Staff should await further instructions.

All situations are different. Once staff and students are inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from emergency services.

A partial lockdown may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency services (if needed) will advise as to the best course of action in respect of the prevailing threat.

Full Stop & Shelter (Lockdown)

Alert Staff to Full Lockdown by an **air horn and a tannoy announcement from SBM's office ('Full Stop & Shelter')**. **Phone call to Early Years from the Business Manager's phone.**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

The aim of a full lockdown is for the school and its rooms to appear empty.

Procedures for immediate action should include:

- All students and adults stay in their classroom or move to the nearest classroom.
- Office staff should press the emergency red button before making their way into the Business Manager's office.
- Visitors stay with the member of staff they have been working with.
- External doors are locked. Classroom doors are locked by classroom staff, if possible.
- Windows locked, blinds drawn, internal door windows covered, where possible, so that an intruder cannot see in.
- Students / staff sit quietly out of sight and where possible in a location that would protect them from gunfire.
- Reception staff and children should be in the pods. Nursery staff and children should gather as close to the toilets as possible.
- Staff and children should, if possible, turn tables on their sides to allow staff and students to shelter behind.
- Smart boards, lights and computer monitors turned off, if possible.
- Mobile phones on silent.
- A register to be taken of all children in each classroom and the number present recorded in an email, with any missing children named and the adults in the room listed. Send to staff@oswaldroad.manchester.sch.uk
- When replying to emails please press 'reply all' and regularly refresh your email system.
- Staff should await further instructions. The end of sheltering (lockdown) will be communicated via tannoy (phone call to EYFS).
- In the event that the fire alarm goes off during a full lockdown, caution should be taken as this may have been set off by an intruder as a means to get staff and students to come out of hiding. A nominated member of staff should check the alarm panel to see where the alarm was set off (silencing the alarm in the meantime), another member of staff will go to that zone to see if there is a genuine fire, if so the alarm will be restarted and the building should be evacuated.